

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT County Clerk-Recorder		(2) MEETING DATE April 25, 2006		(3) CONTACT/PHONE Julie L. Rodewald (805) 781-5080	
(4) SUBJECT Approval of Appropriation Transfer and Waiver of County's Request for Proposal Policy for Purchase of Security Cameras in County Clerk-Recorder's Office					
(5) SUMMARY OF REQUEST The County Clerk-Recorder is seeking to install security cameras and a monitoring system to ensure security for vital records paper, election ballots and ballot counting hardware and software. The system would be installed in Rm D120, the Atascadero Office and the warehouse facility in Bldg 1200 at Camp San Luis. The proposed security system will digitally record activity in the office 24 hours per day, 7 days per week and can be retained for years. The proposed system was initially specified at less than \$25,000 and thus did not require a formal request for proposal (RFP). Once the satellite facilities were added, the cost exceeded this limit and the Board is being asked to waive the County's RFP policy to ensure the security system can be operational in time for the June, 2006 primary election. Honeywell Security Monitoring has been responsible for the installation of video systems in other county departments and this installation would ensure continuity between departments. In addition, they presented the least expensive and most flexible option of the companies that participated in walk-throughs with department staff.					
(6) RECOMMENDED ACTION 1. Approve the appropriation transfer from Restricted Revenue in the amount of \$34,500 (4/5ths vote required). 2. Waive the County's Request for Proposal (RFP) Policy for the procurement of security cameras from Honeywell Security Monitoring.					
(7) FUNDING SOURCE(S) Recorder's Restricted Revenue		(8) CURRENT YEAR COST \$34,500		(9) ANNUAL COST 0	
(10) BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): General Services					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, <u>All</u>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW

at Vanet Morris

*B.9-2-06
B.4-2-06*

Office of the County Clerk-Recorder

COUNTY OF SAN LUIS OBISPO ♦ 1055 MONTEREY ST. Rm D120 ♦ SAN LUIS OBISPO, CA 93408 ♦ (805) 781-5080/5088



JULIE L. RODEWALD
COUNTY CLERK RECORDER

VICKI SHELBY – Chief Deputy
DIANE GRATON – Chief Deputy

TOMMY GONG
ASSISTANT COUNTY CLERK RECORDER

TO: Board of Supervisors

FROM: Julie L. Rodewald
County Clerk-Recorder

DATE: April 25, 2006

SUBJECT: Approval of Appropriation Transfer and Waiver of County's Request for Proposal Policy for Purchase of Security Cameras in County Clerk-Recorder's Office

RECOMMENDATION:

That your Board take the following action:

1. Approve the appropriation transfer from Restricted Revenue in the amount of \$34,500 (4/5ths vote required).
2. Waive the County's Request for Proposal Policy for the procurement of security cameras from Honeywell Security Monitoring.

DISCUSSION

The County Clerk-Recorder's Office was protected with a security alarm when the office was located at 1144 Monterey St. The protection was necessary to secure not only the physical environment but the sensitive records housed in the office, including vital records security paper and voted ballots. Since the move to the County Government Center, the department has been exploring methods of providing an even higher level of security and is recommending the installation of security cameras in all office locations, including Rm D120, the Atascadero Office and the Elections warehouse in Building 1200 at Camp San Luis.

A security system with cameras and a digital video recorder is far superior to an alarm system. An alarm will merely notify the security company that a breach has occurred. Once law enforcement and staff arrive it requires a physical walk through and extensive search of the building to ensure that nothing has been stolen or tampered with and any tampering may go unnoticed. The proposed security system will digitally record activity 24 hours per day, 7 days a week and will provide valuable information for staff and law enforcement if there is any breach in security. The digital recordings can be retained for years and can be reviewed at any time. With the heightened awareness of potential breaches to election equipment, this security system will provide the information necessary to detect any unwarranted access to the ballot programming system and ballots and will provide the added security necessary for approval to print ballots on demand. In addition, the system will provide the increased security for the protection of the vital record security paper, which is required by law to be manufactured and stored under tightly controlled conditions.

B9
B2

The County Clerk-Recorder conducted walkthroughs with 2 security companies. The proposal by Honeywell Security Monitoring was the least expensive of the options proposed and gave the department the most flexibility in monitoring the additional locations as well as adding cameras in the future. Honeywell Security Monitoring has been responsible for the installation of the video system in other county departments and this installation would ensure continuity between department. Initially, the system proposed was less than \$25,000 and thus did not require completion of a request for proposal (RFP). When the additional systems for the Atascadero Office and the warehouse facility in Building 1200 were added, the system proposed was in excess of the \$25,000 limit. However, to ensure that the system can be installed in time for the June primary election your Board is being asked to waive the County's RFP policy and allow the purchase of this system.

FINANCIAL CONSIDERATION

The full cost of the system will be funded from the Recorder's Restricted Revenues with no cost to the County General Fund.

OTHER DEPARTMENT INVOLVEMENT

General Services will review and approve installation plans prior to commencement of any work.

INTENDED RESULTS

- Provide protection for physical assets and staff of the Clerk-Recorder's Office.
- Provide documentation to law enforcement if breach of security occurs.
- Provide documentation of proper procedures involving ballot counting software and hardware and vital records paper.